

# Bureau of Preparedness & Response

## Operational Plan Evaluation Tool

### Special Needs Shelter Plan



Plan Title:  
 County:  
 BPR Reviewer:  
 Review Date:  
 Date of Plan (mo/yr):

#### SCORE

Complies with Operations Guide and TAG Criteria = 2  
 Partially Complies with Operations Guide and TAG Criteria = 1  
 Does Not Comply with Operations Guide and TAG Criteria = 0

**TOTAL SCORE = ## (of 84)**

SCORE	CRITERIA	REFERENCE
	1. The CHD SpNS Plan identifies which agency (or ESFs) are to share responsibility for the operation of a SpNS pre- and post-incident.	<ul style="list-style-type: none"> <li>DOH SpNS TAG General 12, page 1, Section II, B. and Section VIII, A., B., E.</li> <li>DOH SpNS TAG General 12, page 9, F. 1. b.</li> </ul>
	2. Which agency will be responsible for pre-registration of potential SpNS clients? <ul style="list-style-type: none"> <li>Which agency will be responsible for reviewing registration information to determine if the applicant is appropriate for placement in the SpNS during emergencies/disasters</li> </ul>	DOH SpNS TAG General 12, page 8, 4.
	3. The plan notes which agency will notify the CHD of the need to open a SpNS.	DOH SpNS Operations Guide, page 2, B. 1.
	4. The plan identifies the process (communications plan) that will be used to notify CHD staff of the need to open a SpNS, and where staff are to report for SpNS operations.	DOH SpNS TAG General 12, page 14, D. 5. C.
	5. The plan lists the address of each SpNS facility.	DOH SpNS TAG General 12, page 6, D. 1.
	6. The plan identifies person(s) responsible for conducting a SpNS facility walk through, and that facility discrepancies will be noted.	DOH SpNS Operations Guide, page 2, B. 4.
	7. The plan lists the ICS Command and SpNS Management positions that will be utilized during SpNS operations. <ul style="list-style-type: none"> <li>The plan identifies the minimum recommended SpNS staff positions per client ratio (x-number of ARNPs or RNs per shift, x-number of licensed medical practitioners per x-number of clients per shift)</li> </ul>	<ul style="list-style-type: none"> <li>DOH SpNS Operations Guide, page 2, B. 2.</li> <li>DOH SpNS TAG General 12, page 12, C.</li> </ul>
	8. The plan lists ICS Command and SpNS position job responsibilities and/or Job Action Sheets (JASs).	DOH SpNS Operations Guide, page 10-12, Section VII
	9. The plan identifies the medical consultant for SpNS operations.	DOH SpNS TAG General 12, page 12, 3.
	10. The plan identifies which staff position/agency/ESF will provide security for the SpNS(s).	DOH SpNS Operations Guide, Page 9, C. 6.

SCORE	CRITERIA	REFERENCE
	11. The plan identifies the location of staged/stored SpNS supplies and equipment. <ul style="list-style-type: none"> <li>A list of staged/stored supplies and equipment is attached to this plan. (may or may not be attached to the plan)</li> </ul>	Attachment
	12. The plan identifies which position(s) will be responsible for logistical issues; such as moving, if necessary, SpNS supplies and equipment to each SpNS that is to be opened; addressing staffing, supplies, and equipment issues. <ul style="list-style-type: none"> <li>The plan notes that an inventory will be maintained with recordings of supplies received, ordered, used, or returned.</li> </ul>	<ul style="list-style-type: none"> <li>DOH SpNS Operations Guide, page 3, e</li> <li>DOH SpNS TAG General 12, page 5, B. 4.</li> <li>DOH SpNS TAG General 12, page 10, 11.</li> <li>DOH SpNS TAG General 12, page 15, 10. and 13.</li> </ul>
	13. The plan identifies the process for requesting additional resources (e.g. staff, supplies, equipment, pharmaceuticals, oxygen).	DOH SpNS TAG General 12, page 10, 13
	14. The plan identifies which agency/company/organization(s) may provide staff for SpNS operations.	DOH SpNS TAG General 12, page 11, 15
	15. The plan identifies which agency/company/organization(s) will be responsible for janitorial services, including furnishing cleaning supplies and paper products?	DOH SpNS TAG General 12, page 11, 15
	16. The plan identifies which agency/company/organization(s) will be responsible for trash disposal.	DOH SpNS TAG General 12, page 11, 15
	17. If linen is provided to the client, which agency/company/organization(s) is responsible for the delivery, pick-up and cleaning of linen, including the handling of any biohazardous contaminated linen?	DOH SpNS TAG General 12, page 11, 15
	18. The plan identifies shelter operational areas within the SpNS. <ol style="list-style-type: none"> <li>Initial Assessment/Triage Area</li> <li>Sign-in/out Area and/or Registration Area</li> <li>Nurses Station</li> <li>Care Area (medical interview, observation, electrically dependent, oxygen dependent, pediatrics, etc.</li> <li>Command Area</li> <li>Logistics Area</li> <li>Morgue Area (plan notes that this will, at a minimum, be verbally identified by shelter management but no sign posted)</li> <li>Alzheimer's/Dementia Client Area (plan notes that this will, at a minimum, be verbally identified by shelter management but no sign posted) (Not identified in TAG General 12 or SpNS Operations Guide)</li> <li>Isolation/Quarantine Area (plan notes that this will, at a minimum, be verbally identified by shelter management but no sign posted)</li> <li>Staff Only Area</li> <li>General Information Area (location where information about the emergency/disaster, shelter rules, etc., can be posted)</li> <li>Food Service Area</li> </ol>	DOH SpNS Operations Guide, pages 2-5.
	19. The plan identifies interior and exterior signage for stations.	DOH SpNS Operations Guide, page 6.
	20. The plan identifies procedures for staff to follow for people with Alzheimer's disease and related dementia stages and what to expect. (Effective March 1, 2015)	Not in the DOH SpNS Operations Guide or the SpNS TAG General 12.
	21. The plan identifies the process for referring potential clients to an appropriate facility for their needed level of care (i.e., to a facility with the capability to provide a higher level of care or to a general population shelter).	DOH SpNS Operations Guide, page 5, B. 10; page 7, C. 2. C.

SCORE	CRITERIA	REFERENCE
	<p>22. The plan identifies the process for maintaining communication with the Local Emergency Operations Center.</p> <ul style="list-style-type: none"> <li>The plan lists the different communication equipment that will be available for SpNS staff to use in order to maintain communications.</li> </ul>	DOH SpNS TAG General 12, page 15, 9. and 14.
	<p>23. The plan identifies which agency will be responsible for providing food and potable water (if not available on site) for clients and/or SpNS staff and which position at the SpNS the feeding agency is to coordinate with. For example:</p> <ol style="list-style-type: none"> <li>Will food be prepared on site or transported already prepared?</li> <li>Who will distribute the food to shelter clients?</li> <li>Will there be arrangements for Special Diets? Who will decide?</li> <li>Which agency will provide utensils, cups, plates, etc.?</li> </ol>	<ul style="list-style-type: none"> <li>DOH SpNS Operations Guide, page 6, 14.</li> <li>DOH SpNS TAG General 12, page 10, 10.</li> </ul>
	24. The plan addresses guidelines for medication and treatment administration.	DOH SpNS TAG General 12, page 15, 12
	<p>25. The plan identifies what method(s) will be utilized to secure client records, per DOH Information Security and Privacy Policy, and HIPAA guidelines.</p> <ul style="list-style-type: none"> <li>The plan notes who (which agency) can authorize the release of SpNS client information.</li> </ul>	<ul style="list-style-type: none"> <li>DOH SpNS Operations Guide, page 9, 8.</li> <li>DOH SpNS TAG General 12, page 16, E.</li> </ul>
	26. The plan identifies how service animals and their care will be addressed.	DOH SpNS Operations Guide, page 6
	27. The plan identifies how Media issues will be addressed.	DOH SpNS Operations Guide, page 7, 15.
	28. The plan identifies how SpNS staff mental/behavioral/emotional health will be monitored during and after SpNS operations.	DOH SpNS Operations Guide, page 8, 5.
	29. The plan identifies how, and by what position, the health and safety conditions with the SpNS will be monitored and discrepancies addressed.	DOH SpNS Operations Guide, page 9, 7.
	30. The plan identifies which SpNS position that will be responsible for reporting SpNS census data and to which agency they are to report the information.	DOH SpNS Operations Guide, page 7, C. 2. b
	<p>31. The plan notes a deactivation/closure process for:</p> <ol style="list-style-type: none"> <li>Which agency has the authority to deactivate/close the SpNS(s)</li> <li>Discharge planning (Clients to return home or moved to an appropriate facility)</li> <li>Disposition of client records (which agency will maintain client records files, and reports)</li> <li>Cleaning and securing the facility, and returning to original condition</li> <li>Final walk-through ( Which agency/position(s) will be responsible for a final walk through, and identifying deficiencies)</li> <li>Addressing any logistical needs, such as returning any supplies and equipment to the storage location, and restocking of supplies</li> </ol>	<ul style="list-style-type: none"> <li>DOH SpNS Operations Guide, pages 9-10, D. 1.-4.</li> <li>DOH SpNS TAG General 12, page 15, 17.</li> </ul>
	32. The plan notes that an incident hot wash will occur (critique of shelter operations).	DOH SpNS Operations Guide, page 10, D. 5.

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	33. The plan notes that an After Action Report/Improvement Plan (AAR/IP) will be created and identifies who (position) will be responsible for creating AAR/IP.	DOH SpNS Operations Guide, page 10, 6.
	34. The plan lists authorities related to special needs sheltering (FL Statutes, DOH policy, FL Administrative Code).	Throughout the Technical Assistance Guidelines, General 12
	35. The plan identifies the capacity for continuous emergency power for, at a minimum, 72 hours. For example: <ul style="list-style-type: none"> <li>a. Whether the facility has a generator on site.</li> <li>b. If there is a generator on site, which agency is responsible for routine maintenance?</li> </ul>	<ul style="list-style-type: none"> <li>• DOH SpNS TAG General 12, page 2, Section VI, A. 1.</li> <li>• DOH SpNS TAG General 12, page 10, 14. a</li> </ul>
	36. The plan identifies whether the facility conforms to any applicable state and local building codes, and complies with American Red Cross Standard 4496 and Enhanced Hurricane Protection Area (EHPA) Standards.	DOH SpNS TAG General 12, page 2, Section VI, A.
	37. The plan identifies the minimum time SpNS operations can function before assistance is required. 72 hours should be the minimum timeframe.	DOH SpNS TAG General 12, page 3, B. 1.
	38. The plan notes that staff will work no longer than 12 hours per shift.	DOH SpNS TAG General 12, page 14, 5. f.
	39. The plan identifies any agreements that are in place between EM/CHD (for SpNS operations) and local hospitals, addressing the referral of clients to a facility that can provide a higher standard of care.	DOH SpNS TAG General 12, page 9, F. 1.
	40. The plan identifies whether there are any agreements or contracts that are in place between EM/CHD and durable medical equipment and supply providers.	DOH SpNS TAG General 12, page 10, 13. a.
	41. The plan identifies the floor space allowance of 60 square feet per client.	DOH SpNS TAG General 12, page 4, A
	42. The plan notes that the shelter is ADA compliant.	DOH SpNS TAG General 12, page 6, D.2
<b>COMMENTS</b>		
		DOH SpNS TAG General 12, dated June 14, 2012
		DOH SpNS Operations Guide, June 14, 2012